

RISK ASSESSMENT – outings

DATE..... LOCATION TIME OF DEPARTURE..... RETURN.....

Who is at risk STAFF / CHILDREN / VOLUNTEER / STUDENT ?

Potential hazard	What is the risk	Risk level H/M/L	Precautions taken	Further action needed
Roads – traffic - machinery	Coming into contact with	H	Children to hold adults hand	
Unknown people	Coming into contact with	M	Children to hold adults hand	
Animal/plant life	Coming into contact with	M	Children to hold adults hand (Staff to be briefed about dangerous plant life)	
Safety of building/place being visited				
Public transport	waiting at bus stop Getting on/off Sitting whilst moving	M	Children to hold adults hand	
Safety discussion with children	Children unaware of where they are going	H	Children to know where their going and any risks	
Access to toilet/ Wash hands	Unable to use toilet/wash hands	L	Take potty/hand wash	
Accessible by pushchairs	Unable to move easily around	L	To know where you're going – paths, steps etc	
Lost child policy	Unsure what to do in event of losing a child	H	Everyone to have knowledge & understanding of lost child policy Take register on outing	
Plan if someone falls ill	Unsure what to do in event of someone becoming sick	M	Everyone to have knowledge & understanding of policy	
Mobile phone Not charged/no credit	Unable to contact nursery/parents	H	Check before leaving Locate public telephones	
No first aid kit/medication	No way of giving first aid	H	Ensure it is taken	
No snack/water	Children may become hungry/thirsty	M	Ensure it is taken	
No sunhats /sun cream	May get sunburn	H	Ensure it is taken	
Delays due to traffic etc.	Unable to return at arranged time	M	Contact base to notify them of the circumstances	
Locate "lost child point"	Unsure where to go if it was needed	H	Locate on arrival	

Checklist:	Mobile phone (numbers at nursery) (multiple) Check ratio Money Copy of RA left at nursery/college Copy to college if everyone is on outing	contact numbers (& doctors info) snack/drink camera first aid kit Awareness of religious / cultural beliefs	changing bag Fluorescent jackets/wristbands sun hat/ sun cream weather suitable clothing	
medication needed for				
dietary needs				
First aider is				
Insurance details:				
Have all parents been notified of the outing and signed the consent form YES/NO ?				
RATIO				
Register of children			Register of adults	
Ensure register is taken during the trip				

Lead person on outing and carried out risk assessment.

NAME DATE

Venue address & contact details

Risk assessment of venue (if applicable) to be attached.

Learning intention of the trip (if applicable)

Pre –

During -

Follow up –

EVALUATION OF TRIP -